

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday November 21<sup>st</sup>, 2016

### MINUTES – DRAFT

Hampden Town Office

#### *Attending:*

*Councilor Greg Sirois, Chair*

*Mayor David Ryder*

*Councilor Mark Cormier*

*Councilor Terry McAvoy*

*Councilor Ivan McPike*

*Councilor Dennis Marble*

*Town Manager Angus Jennings*

*DPW Director Sean Currier*

*GIS/IT Specialist Kyle Severance*

*Town Clerk Paula Scott*

*Residents (3)*

*Chairman Sirois called the meeting to order at 6 p.m.*

**1. Meeting Minutes – None.**

**2. Review & Sign Warrants – None.**

**3. Old Business – None.**

**4. New Business**

- a. **Contract award and request for authorization of up to \$10,000 in funding from the Recreation Reserve fund for topographic survey of the Lura Hoit Pool and Municipal Building site** – *Manager Jennings summarized the three proposals received and said that staff recommends the selection of CES, Inc. Motion by Councilor McPike seconded by Councilor Marble to recommend that Council award the contract to CES, Inc. and authorize up to \$10,000 in funding from the Recreation Reserve fund for topographic survey of the Lura Hoit Pool and Municipal Building site. Motion passed 4-2 with Councilors McAvoy and Cormier opposed.*
- b. **Contract award and request for authorization of up to \$15,000 in funding from the Emera TIF fund for electrical repairs to Town Center lights** – *Mayor Ryder reported that both bids came in higher than had been expected. There was discussion regarding either proceeding with a phase of the work or postponing the improvements and installing the lights as we did last year, knowing some won't work.*

*The Committee agreed to postpone the work in favor of awarding a contract for partial completion.*

- c. Request for authorization of \$20,978.40 in funding from the Public Works Equipment reserve fund for the purpose of paying the first of (5) five lease payments** – *referral from Infrastructure Committee – Motion by Councilor McPike seconded by Councilor Marble to recommend that Council authorize \$20,978.40 in funding from the Public Works Equipment reserve fund for the purpose of paying the first of (5) five lease payments. Motion passed 6-0.*
- d. Request for authorization for up to \$2,975.00 in funding from the IT Reserve account for the purpose of website redesign** – *referral from Services Committee – Motion by Councilor McAvoy seconded by Councilor Marble to recommend that Council authorize \$2,975.00 in funding from the IT reserve fund for the purpose of redesign of the Town website. Motion passed 6-0.*
- e. Request for Council referral to Public Hearing the proposed repeal of the Town of Hampden Tree Ordinance** – *referral from Services Committee – Motion by Councilor McAvoy seconded by Councilor Marble to recommend that Council refer to public hearing the proposed repeal of the Tree Ordinance. Motion passed 6-0.*
- f. Request for Council referral to Public Hearing the proposed repeal of the Town of Hampden Yard Sale Ordinance** – *referral from Planning & Development Committee – Motion by Councilor McPike seconded by Councilor McAvoy to recommend that Council refer to public hearing the proposed repeal of the Yard Sale Ordinance. Motion passed 6-0.*

**5. Public Comment** – *None.*

**6. Committee Member Comments** – *None.*

**7. Adjournment**

*There being no further business, the meeting was adjourned at 6:47 p.m.*

Respectfully submitted –  
Angus Jennings, Town Manager